



## Huber Park Rental Request and Agreement Shakopee Parks and Recreation

1255 Fuller Street, Shakopee, MN 55379  
Phone# (952) 233-9500 Fax# (952) 233-3831

Huber Park Address: 150 Fillmore St. N. (on the Minnesota River at Hwy. 101 Bridge)  
Contact: Brad Eller, Recreation Supervisor, 952-233-9507, [beller@ShakopeeMN.gov](mailto:beller@ShakopeeMN.gov)

*Completing this form is acknowledgment that you have read, reviewed and agreed to the guidelines stated in the accompanied document 'Huber Park Rental and Use Policies'.*

Day of Week \_\_\_\_\_ Month/Day/Year \_\_\_\_\_ Set Up Time \_\_\_\_\_ Event Start Time \_\_\_\_\_ Event End Time \_\_\_\_\_ Take Down Complete Time \_\_\_\_\_

Organization/Title of Event: \_\_\_\_\_ Tax Exempt ID: \_\_\_\_\_

Main Contact: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Phone: H \_\_\_\_\_ C \_\_\_\_\_ E-Mail \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ Zip \_\_\_\_\_

# Attending: \_\_\_\_\_ Rental Activities Include: \_\_\_\_\_

**We intend to utilize the following area at Huber Park (check any that apply):**

<input type="checkbox"/> Stage Shelter/ Amphitheatre	<input type="checkbox"/> Designated Picnic/Reception Area	<input type="checkbox"/> Designated Tent location in parking lot
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**If utilizing a tent/canopy (or equipment rental):**

<input type="checkbox"/> We are providing our own tent (refer to picnics, receptions and tent use policies ) Is so, indicate size in ft: _____ Open or closed sides: _____	<input type="checkbox"/> Please contact me regarding tent, table, chair or dance floor rental. (add'l fees apply – separate payment may be needed once confirmed)
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**If utilizing the performance stage, will you have amplified audio or sound?**

<input type="checkbox"/> No	<input type="checkbox"/> If Yes, Describe: _____ (Public Address System, Band, DJ, etc.)
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**Will your rental involve selling any food or beverage?**

<input type="checkbox"/> No	<input type="checkbox"/> If Yes, Describe: _____ (may require State license)
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**Do you plan to have beer (cannot sell) at your private rental, as allowable by City ordinance?**

<input type="checkbox"/> No	<input type="checkbox"/> Yes
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**Upon reviewing Huber Park Rental Use and Policies, do you anticipate a need for a special use or fire permit (large event, festival, moonwalk, large tent)?**

<input type="checkbox"/> No	<input type="checkbox"/> Yes, please contact me to discuss (may require certificate of insurance)
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**Rental Terms:**

- Payment in full due upon reservation.
- \$100 is non-refundable.
- No refunds within 30 days of rental date.
- Renter responsible for park damages.
- Rentals requiring special permits, of extended duration or with special characteristics may be required to provide a damage deposit.

**Rental Fees**

**Flat Rate:** \$90 per hour w/ 2 hour minimum  
**Additional staff (if needed):** \$20 per hour w/ 2 hour minimum  
**Chairs (approx. 65 available):** \$50 per rental time period  
**Sound System (mic, cd/ipod capability and 2 speakers):** \$50 per rental time period

**OFFICE USE ONLY**

Rental Request Rec'd Date: \_\_\_\_\_ Rec'd Time: \_\_\_\_\_ Employee: \_\_\_\_\_

**Total Rental Hours:** \_\_\_\_\_ **X Hourly Rate** \_\_\_\_\_ = \$ \_\_\_\_\_

**+Rental Item(s):** ☐ Sound \$50 ☐ Chairs \$50 ☐ Cedar Stairs \$0 \$ \_\_\_\_\_

+ **Additional Staff (if needed)** \$ \_\_\_\_\_  
= **Sub Total** \$ \_\_\_\_\_  
+ **Sales Tax 6.875%** \$ \_\_\_\_\_  
+ **Damage Deposit (if applicable)** \$ \_\_\_\_\_  
= **Total Amount Due** \$ \_\_\_\_\_

**Payment #1** Check # \_\_\_\_\_ Cash \_\_\_\_\_ Credit Card Auth. # \_\_\_\_\_ Date Rec'd \_\_\_\_\_ Employee \_\_\_\_\_ Amount \_\_\_\_\_

**Balance Due** \_\_\_\_\_

**Payment #2** Check # \_\_\_\_\_ Cash \_\_\_\_\_ Credit Card Auth. # \_\_\_\_\_ Date Rec'd \_\_\_\_\_ Employee \_\_\_\_\_ Amount \_\_\_\_\_

**Balance Due** \_\_\_\_\_

**Damage Deposit** Check # \_\_\_\_\_ Cash \_\_\_\_\_ Credit Card Auth. # \_\_\_\_\_ Date Rec'd \_\_\_\_\_ Employee \_\_\_\_\_ Amount \_\_\_\_\_ \$100 \_\_\_\_\_

CREDIT CARD  
NUMBER

Visa \_\_\_\_ MasterCard \_\_\_\_

Exp. Date

3 digit sec code:

**Name as it appears on card:** \_\_\_\_\_

As lawful consideration for being permitted to use the Parks and Recreation facility listed above, I agree that the City of Shakopee shall be held harmless and exempt from liability for any injury or disability which I or the participants of the rental listed above might incur as the result of use of the facility listed above due to the passive or active negligence of the City, agents or employees. This release of liability of the City of Shakopee does not include any injuries that I or other participants of the rental listed above incur as the result of willful, wanton or intentional misconduct by the City of Shakopee, its agents, employees elected officials or volunteers. This agreement is specifically binding upon my spouse, heirs and assigns and the spouses, heirs and assigns of the participants of the rental listed above. With my signature, I verify I have read the above release statements:

\_\_\_\_\_  
**SIGNATURE OF MAIN CONTACT**

\_\_\_\_\_  
**DATE**